

**ADMINISTRATIVE - INTERNAL USE ONLY**

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29 JUN 1978

**MEMORANDUM FOR:** Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

**FROM :** F. W. M. Janney  
Director of Personnel

**SUBJECT :** FY 1979 Annual Personnel Plan

1. At the request of the Director, the FY 1979 Annual Personnel Plan will be prepared in two parts: Phase I - Projections for FY 1979, and Phase II - Achievements for FY 1978. The purpose of the division is to enable the Director to review and approve your personnel goals for FY 1979 prior to the beginning of the fiscal year.

2. Forwarded herewith are the formats and instructions for completion of the FY 1979 Annual Personnel Plan, Phase I - Projections. The formats and guidances for Phase II will follow after conclusion of the current fiscal year. Phase I must be completed and submitted to the DCI for approval not later than 20 September 1978. To allow time for review and analysis, it is essential that the original and one copy of the completed Career Service consolidated report and one clean copy of each Subgroup report reach the Office of Personnel not later than Thursday, 31 August 1978. The original of the Career Service report will be provided to the DCI.

3. The Annual Personnel Plan is one of the principal reports used at the DCI level in analyzing the Career Service personnel goals and achievements. With increasing financial restraints and reductions in personnel, the APP becomes an even more meaningful planning paper for effective personnel management. In developing this APP, particular attention should be focused on your planned promotions for FY 1979

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making certain that projections meet the target guidelines for your Career Service. Representatives from my office will meet with your senior personnel officers and others concerned with the development of your Career Service plans to discuss the guidelines in detail.

F. W. M. Jarney

Atts.  
As Stated

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